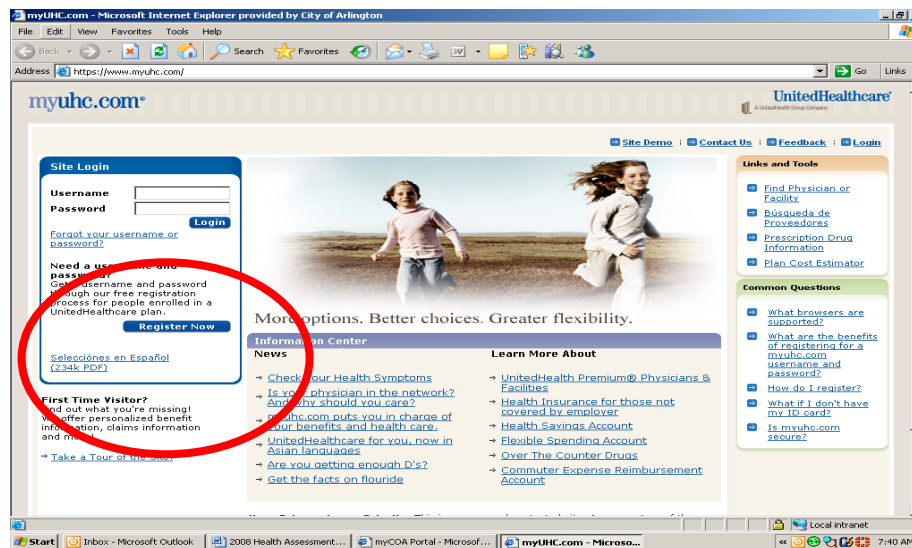


## Health Assessment Step by Step Instructions

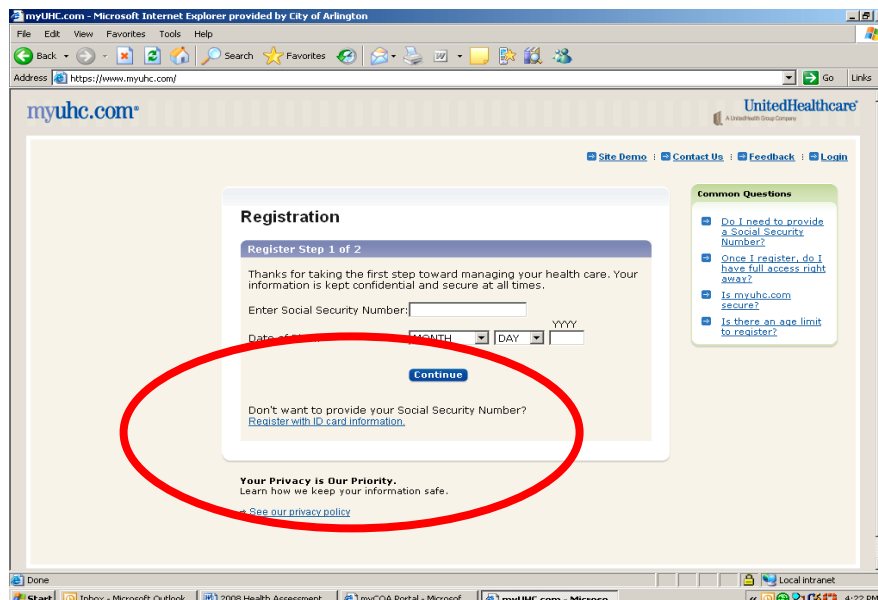
To qualify for the City's contribution to either the Flexible Spending Account if enrolled in the Core or Plus Plans, or the Health Savings Account if enrolled in the Value Plan; the employee and the employee's spouse (if enrolled) must complete a Health Assessment located at [www.myuhc.com](http://www.myuhc.com). *NOTE: Children are not required to complete the Health Risk Assessment.*

### Step I: Register

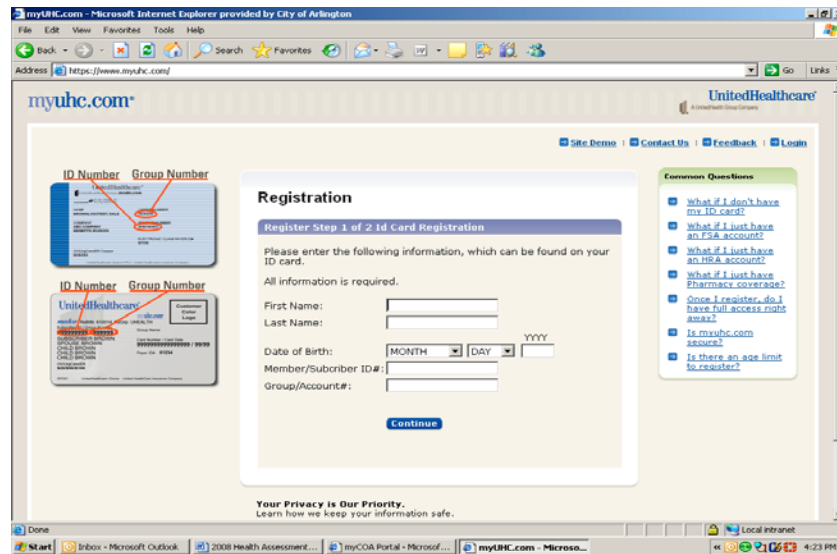
If you have not previously registered on the website - [www.myuhc.com](http://www.myuhc.com), you will need to first register and establish a user name and password as the employee. (See illustration below.) Click on Register Now, located on the right hand side of screen. If you have already registered and used myuhc.com, please go to Step II.



Then click on - *Do not want to use Social Security Number to log in.*



That will take you to a new screen where you should use the subscriber number shown on your UnitedHealthcare ID card. Once your user name and password are established, you will be able to log in and take the health assessment.

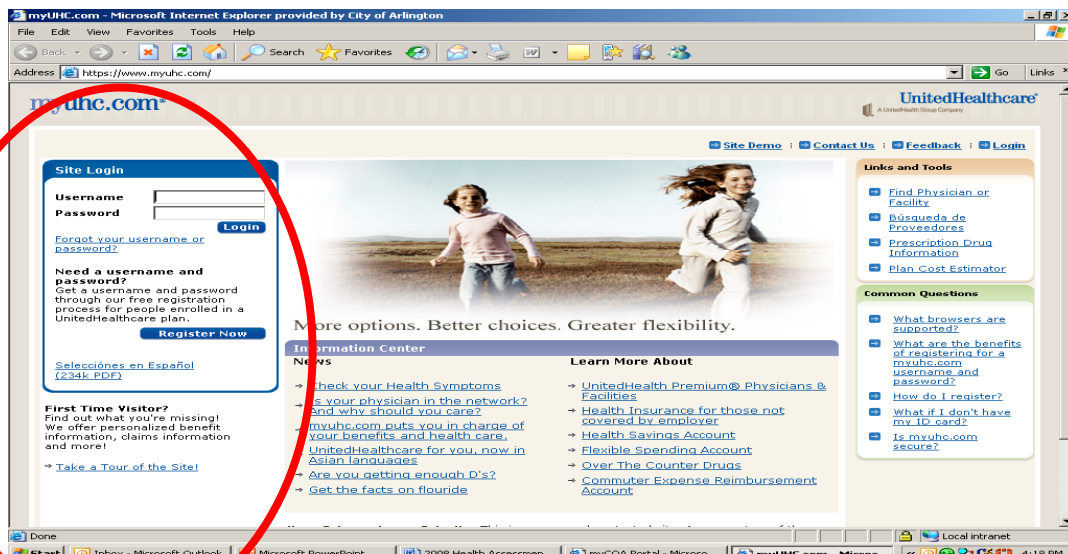


If your spouse is enrolled, in order to do the assessment, he/she, too, will need to establish a user name and password on [www.myuhc.com](http://www.myuhc.com). Repeat above procedure for a spouse to register.

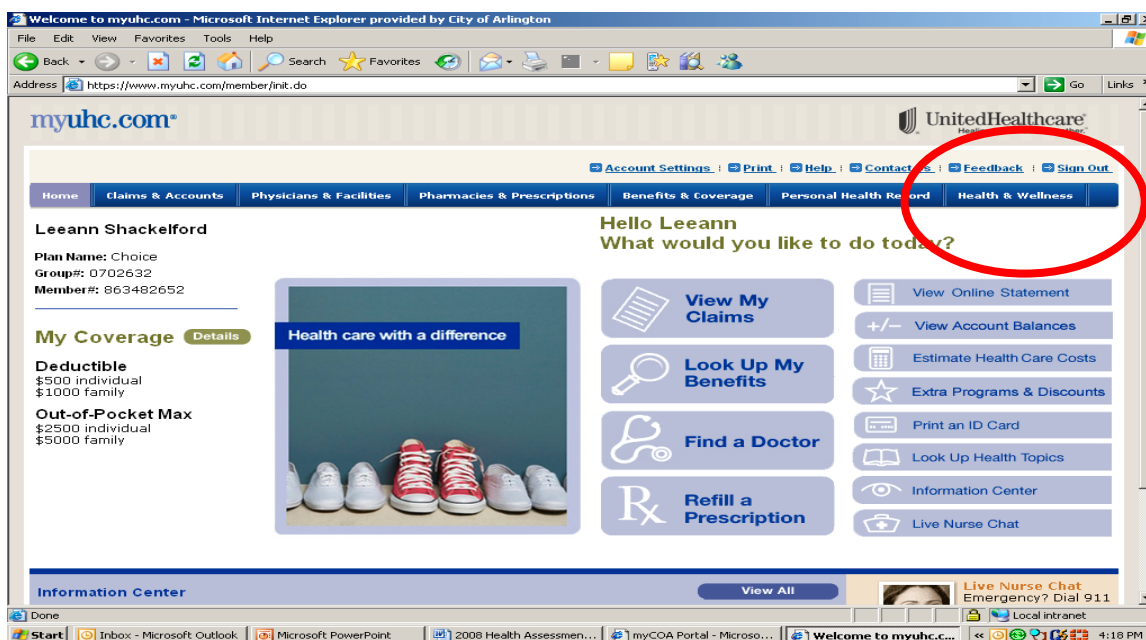
If you or your spouse are not currently enrolled in the City of Arlington health plan, please refer to the Workforce Services portal for instructions (Health Assessment Alternate Site Instructions) on the Workforce Services Portal under Benefits/Open Enrollment for 2008).

## Step II: Health Assessment

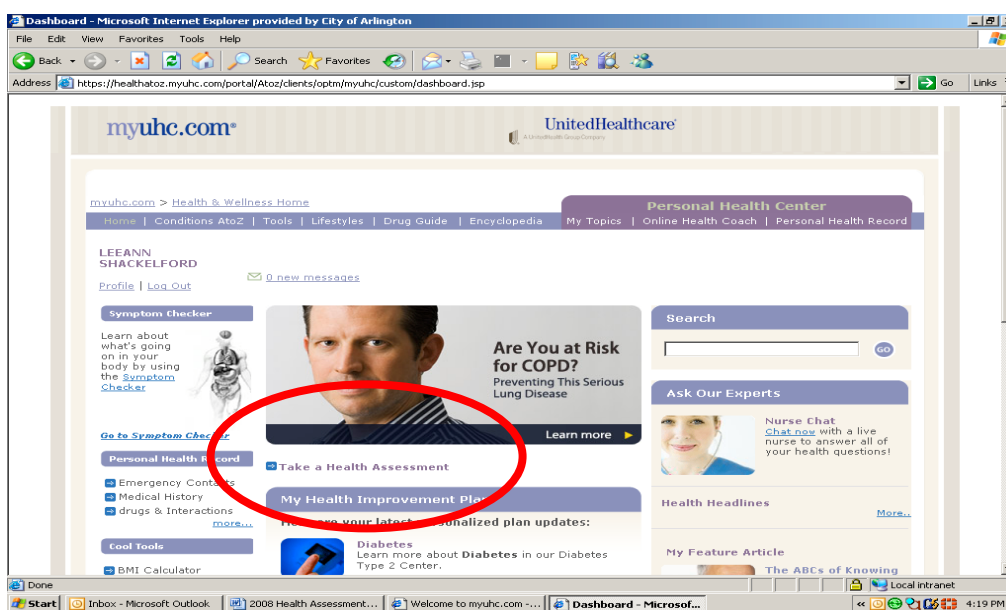
After logging into [www.myuhc.com](http://www.myuhc.com),



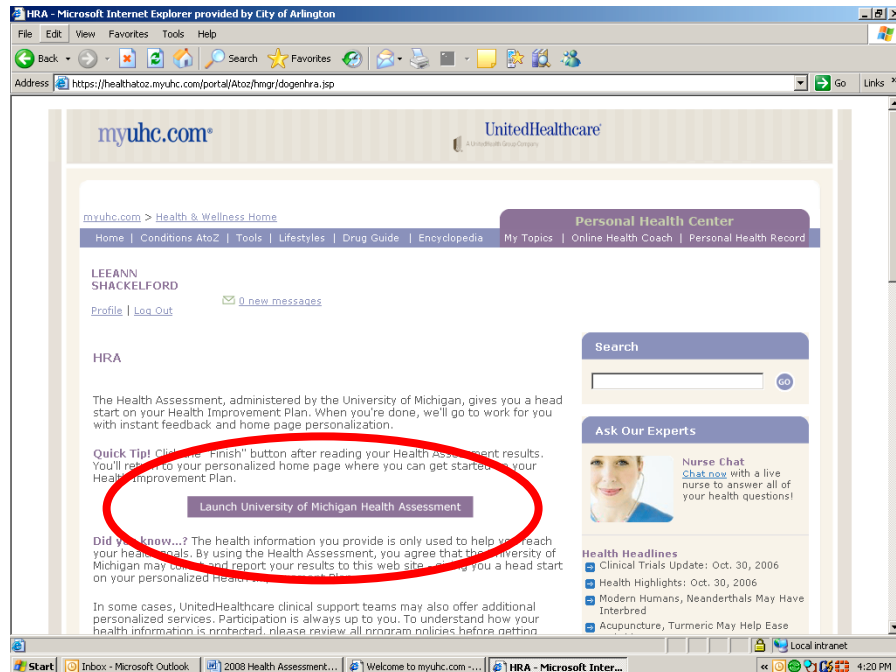
You should look to the right top of the screen. You will click on the [Health & Wellness tab](#).



Then, click on ["Take a Health Assessment"](#) in the middle of the page.

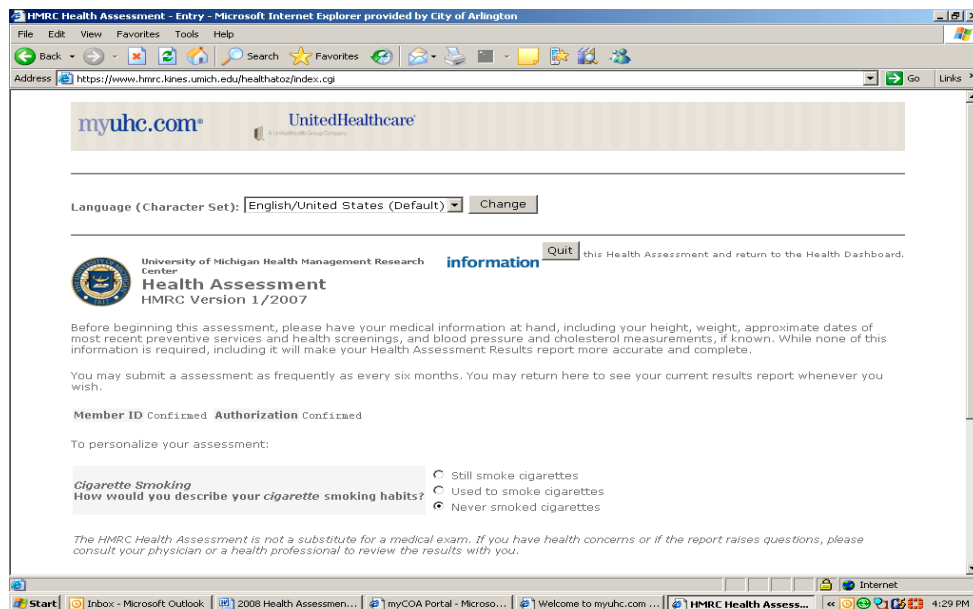


That will take you to Health assessment page, and you are almost ready to go!

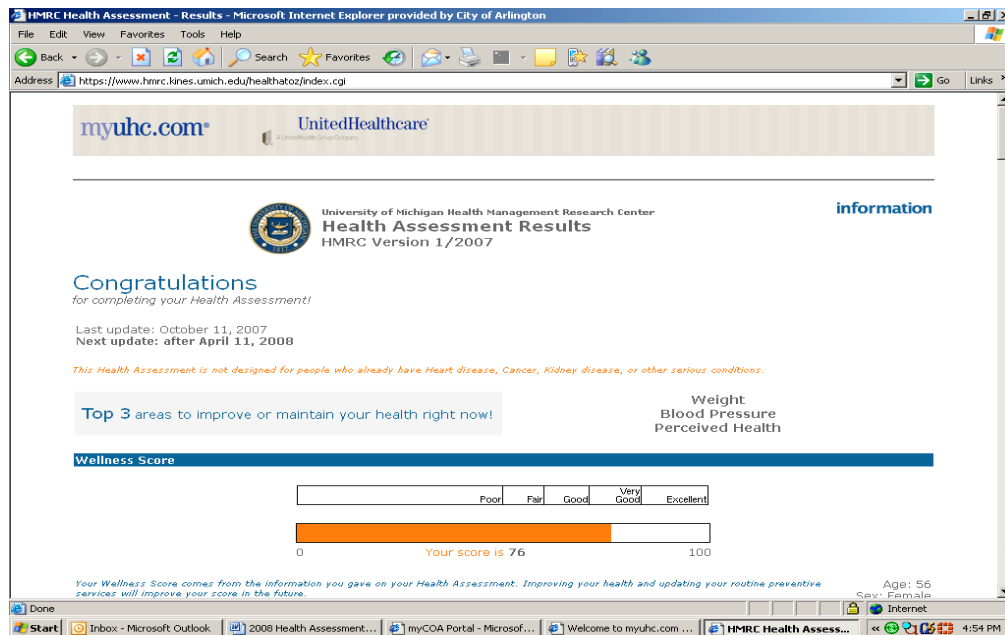


Click “[Launch University of Michigan Health Assessment](#)” in the middle of page.

The first page of the health assessment looks like the screen shot below and contains some general information about the assessment and your privacy, etc. Once you have read that information and click to continue, you will then be in health assessment document itself.



Complete the health assessment and hit “[Submit to University of Michigan for Analysis](#)” button at the bottom of questionnaire.



Review your personal results profile. Please note, your completed health assessment will personalize your online health & wellness experience via myuhc.com.

**Print the report for your records!**

Then, each time you visit this portion of [www.myuhc.com](http://www.myuhc.com), you will see **Congratulations for completing your health assessment**. You may update your assessment every six months as you continue on your road to wellness.